

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/07/14

CLOSING DATE: 01/16/14 (4:30 PM)

SCDC INTERNAL TITLE: SGT II

SCDC POSITION #: 010969

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: A1 WORK TIME: 0600 AM - 0600 PM

LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

BAND: 04 SALARY RANGE \$ 025627 - \$ 047413

SPECIAL INCENTIVE: YES

LEVEL: D SALARY RANGE \$ 028832 - \$ 045615 SCEIS POSITION #: 61019086

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL, SECURITY
OR POLICE WORK.

AGENCY PREFERRED QUALIFICATIONS:

TWO YEARS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK.
CERTIFIED BY THE TRAINING ACADEMY AND COMPLETION OF THE BASIC
SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

SERVES AS HOUSING SERGEANT UNDER GENERAL SUPERVISION OF SHIFT AND
HOUSING LIEUTENANTS. RESPONSIBLE FOR THE OVERALL TRAINING,
SUPERVISION, AND MENTORING OF THE SUBORDINATE SECURITY STAFF ASSIGNED
TO THE UNIT AND FOR THE SUPERVISION, CUSTODY AND CONTROL OF ALL
INMATES ASSIGNED TO THE HOUSING UNIT. INVESTIGATES ALL COMPLAINTS AND
PROBLEMS REPORTED. PREPARES AND REVIEWS ALL WRITTEN REPORTS PRIOR TO
FORWARDING TO APPROPRIATE SUPERVISOR. MAKES ROUTINE SCHEDULED AND
UNSCHEDULED INSPECTIONS TO ENSURE STAFF ARE PERFORMING DUTIES PROPERLY
AND TO ENSURE THE HOUSING UNIT IS MEETING ALL STANDARDS REQUIRED FOR
SAFETY, SANITATION AND OSHA. PERFORMS DUTIES OF HOUSING LIEUTENANT AS
REQUIRED. ASSISTS DIRECTLY WITH ALL COUNT PROCEDURES.

COMMENTS:

SHIFT/WORK ASSIGNMENT SUBJECT TO CHANGE.